

8 June 1961

MEMORANDUM FOR: Document Division
Library
Machine Division

SUBJECT : Numbering System for State Department Despatches
and Non-Despatch Reports

1. Effective 12 June 1961, the Document Division will assign to State Department despatches a new seven digit control number which serves as both a control number and report number. The new system approved by the AD/CR will permit machine sorting of Library source cards and control of documents for the Document Division. This will also eliminate the use of Batch Control Sheets.

2. The proposed scheme of digit assignment for State Department despatches is attached. The letter M with the post locator will be written immediately preceding the despatch number on the processing copy of the despatch. The seven digit number will continue to appear in the same position on the Intellofax and Aperture cards.

3. The Library will continue to file source cards by post and within post by date. The aperture card will be changed to this arrangement.

4. The assignment of post locators for new post will be controlled by the Chief, Control Branch, Document Division.

5. Document Division will assign a serialized number in the M,800,000 block to those State Department reports, other than despatches, currently assigned a 4,000,000 number.

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for [redacted] Chief, Document Division

State Dept. declassification & release instructions on file

Attachment:

As stated above.

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y

12 June 1961

Proposed Scheme of Digit Assignment for State Despatches

1. Source (Department of State) 1st position: M

A new seven position series composed of the letter M followed by six digits is proposed for State Department despatches. Since the letter M machine sorts with the digit 4, there is in machine effect no change in the series. The eye, however, can readily distinguish between the old 4 million series and the new M series.

2. Post Locator

Two groups of post locator numbers are needed. Assignment of post locators is determined by alphabetical arrangement by country and within country by post.

a. 2nd and 3rd digits

For posts commonly preparing more than one thousand despatches per year, assign a constant two digit number as a symbol for the location; e.g., London 12; Paris 09; Bonn 10. There are currently 25 posts in this class; the notation allows space for 30.

b. 2nd, 3rd and 4th digits

For posts commonly preparing fewer than 1,000 despatches per year, assign a constant 3 digit number as a symbol for location, e.g., Sao Paulo 340; Berlin 455; Belgrade 710.

3. Despatch number. 4th - 7th digits:
5th - 7th digits:

These digits may be used to record the despatch numbers. Four digits are allowed for major posts, three digits for posts with fewer than one thousand despatches per year.

Digits	Source	Post		Despatch Number			
	1	2	3	4	5	6	7
	M	0	1	0	0	0	1
	M	2	9	0	0	0	1
	M	3	0	1	0	0	1
	M	7	9	9	0	0	1

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y

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4. The aperture file will be arranged by post and within post by date. Both the control number and the date are interpreted on the aperture card. Guide cards which identify the locator and year can be inserted, similar to those now in the aperture file to guide searchers to the first four digits. For example: behind guide card 12 (London) 1961, the first aperture card is M 120001, July 1961, followed by all despatches from London until the last dated June 1962. The next guide card will be marked 12 (London) 1962.

POST	LOCATOR	COUNTRY	POST	LOCATOR	COUNTRY
ABIDJAN	519	IVORY COAST	DUBLIN	505	IRELAND
ACCRA	463	GHANA	DURBAN	691	UNION OF SOUTH AFRICA
ADDIS ABABA	434	ETHIOPIA	DUSSELDORF	457	GERMANY
ADELAIDE	309	AUSTRALIA	EDINBURGH	643	SCOTLAND
ADEN	301	ADEN	EDMONTON	358	CANADA
ALEPPO	671	SYRIA	ELISABETHVILLE	396	CONGO REPUBLIC
ALEXANDRIA	426	EGYPT	FLORENCE	510	ITALY
ALGIERS	305	ALGERIA	FORT LAMY	374	CHAD REPUBLIC
ALMIRANTE	615	PANAMA	FORT-DE-FRANCE	560	MARTINIQUE
AMMAN	530	JORDAN	FRANKFURT	458	GERMANY
AMSTERDAM	588	NETHERLANDS	FREETOWN	647	SIERRA LEONE
ANKARA	683	TURKEY	FUKUOKA	523	JAPAN
ANTAFAGASTA	376	CHILE	FUNCHAL	631	PORTUGAL
ANTILLA	405	CUBA	GENEVA	668	SWITZERLAND
ANTWERP	321	BELGIUM	GENOA	511	ITALY
AREQUIPA	621	PERU	GEORGETOWN	342	BRITISH GUIANA
ARICA	377	CHILE	GLASGOW	644	SCOTLAND
ARUBA	592	NETH ANTILLES	GOLFITO	400	COSTA RICA
ASMARA	432	ERITREA	GOTEBORG	664	SWEDEN
ASUNCION	619	PARAGUAY	GUADALAJARA	565	MEXICO
ATHENS	11	GREECE	GUATEMALA CITY	473	GUATEMALA
AUCKLAND	595	NEW ZEALAND	GUAYAQUIL	423	ECUADOR
BAGHDAD	15	IRAQ	HABANA	07	CUBA
BAMAKIO	556	MALI	HAGUE, THE	19	NETHERLANDS
BANGKOK	675	THAILAND	HAIFA	507	ISRAEL
BANGUI	371	CENTRAL AFRICA REP	HALIFAX	359	CANADA
BARBADOS	346	BRIT WEST INDIES	HAMBURG	459	GERMANY
BARCELONA	652	SPAIN	HAMILTON	323	BERMUDA
BARRANQUILLO	387	COLOMBIA	HANOI	704	VIETNAM NORTH
BASEL	666	SWITZERLAND	HELSINKI	437	FINLAND
BASRA	501	IRAQ	HONG KONG	484	HONG KONG
BEIRA	581	MOZAMBIQUE	HUE	705	VIETNAM SOUTH
BEIRUT	540	LEBANON	ILO	622	PERU
BELEM	330	BRAZIL	ISFAHAN	495	IRAN
BELFAST	503	IRELAND NORTHERN	ISKENDERUN	684	TURKEY
BELGRADE	710	YUGOSLAVIA	ISTANBUL	685	TURKEY
BELIZE	344	BRIT HONDURAS	IZMIR	686	TURKEY
BELO HORIZONTE	331	BRAZIL	JERUSALEM	613	PALESTINE
BENGHAZI	544	LIBYA	JIDDA	641	SAUDI ARABIA
BERLIN	455	GERMANY	JOHANNESBURG	692	UNION OF SOUTH AFRICA
BERN	667	SWITZERLAND	KABUL	303	AFGHANISTAN
BILBAO	653	SPAIN	KADUNA	603	NIGERIA
BIRMINGHAM	467	GREAT BRITAIN	KAMPALA	688	UGANDA
BOGOTA	388	COLOMBIA	KARACHI	20	PAKISTAN
BOMBAY	489	INDIA	KATMANDU	586	NEPAL
BONN	10	GERMAN FED	KHARTOUM	660	SUDAN
BORDEAUX	442	FRANCE	KHORRAMSHAHR	496	IRAN
BRASILIA	332	BRAZIL	KINGSTON	521	JAMAICA
BRAZZAVILLE	393	CONGO REP	KOBE-OSAKA	524	JAPAN
BREMEN	456	GERMANY	KUALA LUMPUR	553	MALAYA
BRISBANE	311	AUSTRALIA	KUWAIT	536	KUWAIT
BRUSSELS	02	BELGIUM	LA CEIBA	480	HONDURAS
BUCHAREST	637	RUMANIA	LA GUAIRA	700	VENEZUELA
BUDAPEST	485	HUNGARY	LA PAZ	326	BOLIVIA
BUENAVENTURA	389	COLOMBIA	LA ROMANA	420	DOMINICAN REPUBLIC
BUENOS AIRES	00	ARGENTINA	LAGOS	604	NIGERIA FED
CAIRO	08	EGYPT	LAHORE	609	PAKISTAN
CALCUTTA	490	INDIA	LE HAVRE	443	FRANCE
CALGARY	357	CANADA	LEOPOLDVILLE	397	CONGO REPUBLIC
CALI	390	COLOMBIA	LIBREVILLE	453	GABON REPUBLIC
CAMAGUEY	406	CUBA	LIMA	623	PERU
CAMBERRA	312	AUSTRALIA	LISBON	632	PORTUGAL
CAP HAITIEN	477	HAITI	LIVERPOOL	468	GREAT BRITAIN
CAPETOWN	690	UNION OF S AFRICA	LOME	678	TOGO REPUBLIC
CARACAS	23	VENEZUELA	LONDON	12	GREAT BRITAIN
CARDIFF	708	WALES	LOURENCO MARQUES	582	MOZAMBIQUE
CASABLANCA	577	MOROCCO	LUANDA	307	ANGOLA
CEBU	625	PHILIPPINES	LUXEMBOURG	549	LUXEMBOURG
CHIENGMAI	676	THAILAND	LYON	444	FRANCE
CHRISTCHURCH	596	NEW ZEALAND	MADRAS	491	INDIA
CIUDAD JUAREZ	564	MEXICO	MADRID	654	SPAIN
CIUDAD TRUJILLO	419	DOMINICAN REPUBLIC	MALAGA	655	SPAIN
COCHABAMBA	325	BOLIVIA	MANAGUA	599	NICARAGUA
COLOMBO	05	CEYLON	MANAUS	334	BRAZIL
CONAKRY	475	GUINEA REPUBLIC	MANCHESTER	470	GREAT BRITAIN
CONCEPCION	378	CHILE	MANDALAY	350	BURMA
COPENHAGEN	417	DENMARK	MANILA	626	PHILIPPINES
CORK	504	IRELAND	MARACAIBO	701	VENEZUELA
COTONOW	414	DAHOMY REPUBLIC	MARSEILLE	445	FRANCE
CURACAO	593	NETHERLANDS ANTILLES	MARTINIQUE	450	FRENCH WEST INDIES
CURITIBA	333	BRAZIL	MATAMORAS	566	MEXICO
DACCA	608	PAKISTAN	MEDAN	492	INDONESIA
DAKAR	645	SENEGAL REPUBLIC	MEDELLIN	391	COLOMBIA
DAMASCUS	672	SYRIA	MELBOURNE	313	AUSTRALIA
DAR-ES-SALAAM	673	TANGANYIKA	MERIDA	567	MEXICO
DHAHRAN	640	SAUDI ARABIA	MESHED	497	IRAN
DJAKARTA	14	INDONESIA	MEXICALI	568	MEXICO

POST	LOCATOR	COUNTRY	POST	LOCATOR	COUNTRY
MEXICO D. F.	18	MEXICO	SUVA	436	FIJI ISLANDS
MILAN	512	ITALY	SYDNEY	315	AUSTRALIA
MOGADISCIO	650	SOMALI REPUBLIC	TABRIZ	498	IRAN
MONROVIA	542	LIBERIA	TAIPEI	440	FORMOSA
MONTE CARLO	576	MONACO	TAIZ	709	YEMEN
MONTERREY	569	MEXICO	TAMPICO	573	MEXICO
MONTEVIDEO	22	URUGUAY	TANANARIVE	551	MALAGASY REPUBLIC
MONTREAL	360	CANADA	TANGIER	579	MOROCCO
MOSCOW	698	USSR	TEGUCIGALPA	482	HONDURAS
MUNICH	460	GERMANY	TEHRAN	499	IRAN
MURREE	610	PAKISTAN	TEL AVIV	508	ISRAEL
MUSCAT	584	MUSCAT & OMAN	TENERIFE	369	CANARY ISLANDS
NAGOYA	525	JAPAN	THESSALONICA	465	GREECE
NAHA OKINAWA	526	JAPAN	TIENTSIN	383	CHINA
NAIROBI	532	KENYA	TIJUANA	574	MEXICO
NAPLES	513	ITALY	TOKYO	17	JAPAN
NASSAU	320	BAHAMAS	TORONTO	364	CANADA
NEW DELHI	13	INDIA	TRIESTE	515	ITALY
NEW YORK	29	USUN	TRIPOLI	545	LIBYA
NIAMEY	601	NIGER REPUBLIC	TUNIS	681	TUNISIA
NICE	446	FRANCE	TURIN	516	ITALY
NICOSIA	410	CYPRUS	USUMBURA	635	RUANDU URUNDI
NOGALES	570	MEXICO	VADUZ	547	LIECHTENSTEIN
NOUSKCHATT	562	MAURITANIA	VALENCIA	657	SPAIN
NUEVO LAREDO	571	MEXICO	VALLETTA	558	MALTA
OPORTO	633	PORTUGAL	VALPARAISO	380	CHILE
OSLO	606	NORWAY	VANCOUVER	365	CANADA
OTTAWA	04	CANADA	VENICE	517	ITALY
OUAGADOUGON	696	UPPER VOLTA	VERA CRUZ	575	MEXICO
PALERMO	514	ITALY	VIENNA	01	AUSTRIA
PANAMA CITY	616	PANAMA	VIENTIANE	538	LAOS
PARAMARIBO	662	SURINAM	VIGO	658	SPAIN
PARIS	09	FRANCE	WARSAW	629	POLAND
PEIPING	382	CHINA	WELLINGTON	597	NEW ZEALAND
PENANG	554	MALAYA	WINDSOR	366	CANADA
PERTH	314	AUSTRALIA	WINNIPEG	367	CANADA
PESHAWAR	611	PAKISTAN	YAOUNDE	355	CAMEROUN REPUBLIC
PHNOM PENH	353	CAMBODIA	YOKOHAMA	528	JAPAN
PIEDRAS NEGRAS	572	MEXICO	ZAGREB	112	YUGOSLAVIA
PONTA DELGADA	319	AZORES	ZURICH	669	SWITZERLAND
PORT AU PRINCE	478	HAITI			
PORT ELIZABETH	693	UNION OF SOUTH AFRICA			
PORT LIMON	401	COSTA RICA			
PORT OF SPAIN	680	TRINIDAD			
PORT SAID	428	EGYPT			
PORTO ALEGRE	335	BRAZIL			
PORTO NOVO	415	DAHOMY			
POZNAN	628	POLAND			
PRAGUE	412	CZECHOSLOVAKIA			
PRETORIA	694	UNION OF SOUTH AFRICA			
PUERTO ARMUELLES	617	PANAMA			
PUERTO LA CRUZ	702	VENEZUELA			
PUERTO LIBERTADOR	421	DOMINICAN REPUBLIC			
PUNTARENAS	402	COSTA RICA			
QUEBEC	361	CANADA			
QUITO	424	ECUADOR			
RABAT	578	MOROCCO			
RANGOON	351	BURMA			
RECIFE PERNAMBUCO	336	BRAZIL			
REYKJAVIK	487	ICELAND			
RIO DE JANEIRO	03	BRAZIL			
ROME	16	ITALY			
ROTTERDAM	590	NETHERLANDS			
SAGUA LA GRANDE	407	CUBA			
SAIGON	706	VIETNAM SOUTH			
SAINT JOHN	362	CANADA			
SALISBURY	24	CENTRAL AFRICAN FED			
SALVADOR BAHIA	337	BRAZIL			
SALZBURG	317	AUSTRIA			
SAN JOSE	403	COSTA RICA			
SAN MARINO	639	SAN MARINO			
SAN PEDRO SULA	481	HONDURAS			
SAN SALVADOR	430	EL SALVADOR			
SANTIAGO	06	CHILE			
SANTIAGO DE CUBA	408	CUBA			
SANTOS	338	BRAZIL			
SAO LUIS	339	BRAZIL			
SAO PAULO	340	BRAZIL			
SAPPORA	527	JAPAN			
SARAJEVO	711	YUGOSLAVIA			
SEOUL	534	KOREA			
SEVILLE	656	SPAIN			
SINGAPORE	649	SINGAPORE			
SOFIA	348	BULGARIA			
SOUTHAMPTON	471	GREAT BRITAIN			
ST. JOHNS	363	CANADA			
STOCKHOLM	481	SWEDEN			
STRASBOURG	461	FRANCE			
STUTTGART	461	GERMANY			
SURABAYA	493	INDONESIA			